

Detailed Line-Item Budget Format

Nonprofit Organization: [Your Organization Name]

Project / Program: [Project Name]

Period Covered: [Start Date] - [End Date]

I. EXPENSES

Category	Description	Unit Cost	Quantity	Total Cost	Funding Source
Personnel	Project Coordinator (1 FTE, 12 months)	\$4,000	12	\$48,000	Grant
Personnel	Community Outreach Worker (0.5 FTE, 12 months)	\$2,000	12	\$24,000	Grant
Fringe Benefits	Health Insurance, Payroll Taxes	20%	\$72,000	\$14,400	Grant
Supplies	Office Supplies	\$500	1	\$500	General Fund
Travel	Local Travel (Mileage Reimbursement)	\$0.65	1,000 miles	\$650	Grant
Contractual	Consultant (Training Sessions)	\$1,000	2	\$2,000	Sponsorship
Other	Printing (Brochures & Materials)	\$600	1	\$600	General Fund
Total Expenses				\$90,150	

II. REVENUE (FUNDING SOURCES)

Source	Amount	Status (Secured/Pending)
ABC Foundation Grant	\$75,000	Secured
General Fund	\$1,100	Secured
Local Sponsorships	\$2,000	Pending
Other Contributions	\$12,050	Pending
Total Revenue	\$90,150	

Important Notes

- All budget figures are estimates and should be supported by documentation.
- Clearly itemize each line for transparency and accurate financial tracking.
- Update your budget regularly to reflect actual expenses and revenue.
- Ensure alignment with funders’ reporting requirements.
- Retain backup documentation for all expenses, especially for grant audits.